



**Department of Public Instruction**  
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**MEMO TO:** Title II Authorized Representatives and Coordinators

**FROM:** Laurie Matzke, Division Manager  
Student Support & Innovation

**DATE:** September 28, 2015

**RE:** Request for Title II Reallocated Funds

The purpose of this memo is to announce that the Office of Federal Title Programs is reallocating unspent Title II funds. These funds follow Title II regulations and can be spent on any allowable Title II activity.

We had a record number of districts apply for Title II reallocated funds last year. Since there is only a limited amount of Title II funds available, we are placing a cap on reallocated Title II funds. Districts can apply for up to \$4,000 in reallocated Title II funds. This will ensure the North Dakota Department of Public Instruction can assist all districts that want to apply for Title II reallocated funds.

If you are planning to apply for Title II reallocated funds, please review the information within this memorandum. Specifically note:

- **The deadline to apply for Title II reallocated funds is Wednesday, October 28, 2015.**
- **The grant period to spend the Title II reallocated funds is July 1, 2015 to June 30, 2016.**
- **Districts must have the Title II section of the consolidated application approved before being eligible for reallocated funds.**
- **Districts must have all of its Title II funds obligated. Any unobligated funds must be used before requesting additional Title II funds.**

**End of Year Addendum**

All reallocated funds must be expended during the 2015-2016 school year. **If these funds are not expended when the 2015-2016 Title II final financial report and request for funds are submitted, the funds will be deducted from the district's 2016-2017 carryover amount.** An addendum attached to the final financial report is required to be completed in July 2016 by all districts receiving reallocated funds. This addendum indicates whether the district expended all of the Title II reallocated funds received. Districts that received reallocated funds must also attach a detailed Title II accounting ledger to the final financial report.

**Instructions**

To apply for Title II reallocated funds, please submit an application via the STARS Consolidated Budget Revision. There is a box to check indicating that the budget revision is to request reallocated Title II funds. **Hard copy applications will not be accepted.** The budget revision section has not yet been opened up on STARS. Schools can begin the planning process and submit their reallocated budget revision request once the system is opened up in early October 2015.

We hope to have all applications for Title II reallocated funds awarded by early November 2015.

When completing the application (via a budget revision on STARS), you will need to provide details on how you arrived at the amounts you are requesting.

If you have any questions or need assistance, please contact me at [lmatzke@nd.gov](mailto:lmatzke@nd.gov) or (701) 328-2284 or Jane Gratz, Title II Fiscal Officer, at [jmgratz@nd.gov](mailto:jmgratz@nd.gov) or (701) 328-2292.